

## **MTEC Full Council Meeting**

**April 18 & 19, 2001**

**Ramada Inn**

**Jefferson City, MO**

Patti Penny opened with a welcomed to members, staff, and guests. She thanked all for their commitment to Workforce Development and the many issues that face us.

### **Approval of 1/13/01 Meeting Minutes**

*Jim Dickerson made the motion to approve the minutes as presented. Fred Grayson 2<sup>nd</sup>. Motion to approve minutes passed.*

### **Marketing Committee Report     Jim Dickerson**

- Addendum to style guide will be forthcoming to the Council that will allow the use of two logos on letterhead.
- System Marketing update
- In process of kicking off marketing of the Career Centers with approximately 105 billboards across the state. The Lamar Sign Co. has graciously agreed to let us use vacant billboards at no cost. It was clarified that we did have to pay for the printing of the sign. Tom Jones added a special thanks to Larry Hightower and his committee who spearheaded the design of the billboards.

### **Program Coordination Committee**

- WIA Expenditures (funding year allotments) were discussed. *Copy included in MTEC binders.*
- Local Plan Modifications (*included in binders*)
- Currently have 4 local plans that are requesting modifications. All have been approved.
- State plan Modifications (*included in binder*). We have just been made aware that the agriculture service submission must be sent in by April 30 so we will ask for action to be taken today. Items that need to be modified are:
- Conflict of interest
- Agriculture Service Submission, formerly the migrant farm workers, this will need to be submitted every year for budgetary purposes

- Regional planning however, is still being adopted in several areas and is not a part of the action at this time.
- Allocation formula is basically a change in language
- Performance is also basically a language change.

***Alise made a motion for MTEC Staff to draft a letter from Chair, Patti Penny to Governor Holden recommending the State Plan Modification. Bill Treece 2<sup>nd</sup>. Motion passed unanimously.***

- Performance Reporting, the committee feels this should be addressed at every meeting. The second report quarter of WIA performance, as reported to USDOL, we are meeting or exceeding the goals. There should be a full report for the June MTEC meeting.
- *With the down turn of the economy is there any feel as how this will impact our results?*

The committee took a close look at dislocated workers and the major closings. We might be in a positive place right now. We still have employers needing resources and there are people now becoming unemployed so there is a resource to try and feed that. Yes, the economy is beginning to shift and we may have to start keeping our eye on it.

Tom added with the slow down of the economy we may have the opportunity to see if this system we are trying to design really works. We have the opportunity to be more effective with the business community dealing with job seekers and we really would like to see the LWIB's take a more active role in looking at these issues.

- *Do we have any numbers on the Dislocated workers at this point compared to last year?*

We will have a copy of the Warren and non-warren reports for you prior to adjournment.

### **Special Focus Committee     Clinton Flowers**

- Due to the Chair, Mikki Brewster being unable to attend the meeting this time, the committee had a productive conference call last week. The last Forum is scheduled to be held in St. Louis by the end of May. An overview of the Diversity forums is provided in the binders. These are the "top 10" recommendations that come from the forums. There should be a detailed report of recommendations for the June meeting.

### **Strategic Planning Committee     Ron Breshears**

- The summary of the 5 strategies is in the binders. It includes the strategy, Goals, task, dates and individuals responsible for task.

- Three motions that the committee made to the Executive committee have been approved and are ready to be presented to the Full Council

***Ron motioned that MTEC staff develop an MOU with specific timelines and outcomes for One-Stop integration to develop a statewide information system. John Dial 2<sup>nd</sup>. Motion was approved***

***Ron made a motion to have the Department Heads present their performance measures and key issues to MTEC on a regular basis.***

***John Dial 2<sup>nd</sup>.*** Discussion on how they were to report concluded with both written and formal. The intent is to get feed back and information that we are getting the results expected. We want the good and bad. The bad so we can get some resources to bear on problems. ***Motion approved***

***Next motion was to have the WIB Chairs present to MTEC any key issues and/or performances issues. Jim Dickerson 2<sup>nd</sup>.*** Discussion was the intent not for a cumbersome thing or a PR effort but key effort. Hope that staff would develop a format for the reports. Would like this to be feed back to MTEC as to how effective we have been to the workforce development system and anything we can do in terms of policies to support that. The departments can hear what is going on in the different areas and if there are any holes that need to be plugged. There is opportunity when there's information. ***Motion was approved.***

#### **MO Economic Status Report     Joe Driskill**

- An update as to what is happening on the states government finances. The Governor is have a press conference tomorrow for the specific purpose of talking about states current budget year problems and the financial picture for the state. There will be further budget shortfalls that will effect all the state agencies. This will impact the revision of social services, workforce services, and educational services.

Joe will be giving a further update tomorrow.

#### **Evaluation Committee     Fred Grayson**

- With the change from JTPA to WIA what do we want to do with our evaluation and awards? JTPA was clear on criteria that should be met, but under the WIA we need to re-evaluate. He was informed of a committee that is much more representative of all the partners in the workforce system working on the planning and they will be sharing recommendations with the council at the June meeting.

#### **Ad-Hoc Committee Reports     Tom Jones**

##### **One Stop Executive Team**

- The One-Stop Executive team met and voted on the MU contract. The contract was separated into 2 parts. Copies of both parts are in the binders.
- Part 1 is looking at the original Governors Outcome measures and producing a report by June 30 2001. We actually have the report in our office and reviewing it. We will have it out to MTEC by the meeting in June.
- Part 2 will run through June 2002. This second part will be looking at a variety of trends including return on investment (ROI). The one-stop committee voted to move ahead with both parts. What we need from the Council is a vote to accept both of these contracts.

***Virginia Mee made the motion to accept the one-stop committee recommendation to accept part 1 and part 2 of the University of Missouri Contract. Ron Breshears 2<sup>nd</sup>.***

Discussion revisited why part 1 has not been finalized and the "safe guards/specifics requirements" that have been added to part 2 to make sure we do not have a repeat of the complications we ran into on part 1. Tom directed the council to part 2 item D that is a detailed explanation on the ROI model and part 1 item D & E that explains the data used. This will be a continuous process up to the present. Rick Beasley will be monitoring the progress and providing results to MTEC.

If we do not, as a result of these 2 contracts, receive the type of information we have requested in the scope of work, it will be our recommendation to MTEC that we cease activity with the UMC and proceed to look for this type of information from some other source in the State of Missouri.

Asked by a council member what his feelings were on the current contract Tom stated; "My recommendations would be, based on the negotiations with the UMC and on recommendations from the One-Stop Executive Team, that we go ahead and approve the activity under part 1 of the contract and that we closely monitor and receive progress reports on part 2 of the contract. If that activity should not take place and we do not receive the type of progress report we expect from them, then we terminate that activity and look other places."

Mike O'Mara went on record to say that he was not in support of the contract at this time. There are labor problems with the UMC. They have contracted out mechanical work to a contractor who has been previously found guilty in the courts of St. Louis County for violation of prevailing wage laws, which in turn cheat the State out of tax money. They contract to the lowest bid maybe we should contract to the lowest bid. He follows up by saying as an individual

he did not support this but we need to do what is best for the whole group.

Virginia Mee wanted to impress the importance of taking the time to talk about and summarize the contract. This interpretation of data determines for MTEC if the policies we have put in place are being effective. Whether the people we are suppose to serve are being served. This makes this report extremely important to us. It needs to be done in a timely manner and the report needs to be understandably simple to let us make that evaluation.

Chair, Patti, summarized why and how the process got started. How informational it had been in the past. She stated how unfortunate it was that after a change in staff at the university we got off track. Now more than ever it is to our benefit that we get feedback. Hopefully this sent a strong message that we need to get it together and get it presented. We will benefit greatly by it.

Jim Dickerson agreed with Patti. He did want to make clear that the entire fault for the delay was not with the UMC. A part of it rests back on staff uncertainty and sometimes MTEC uncertainty on what we wanted in the early stages. He also stated that he was unaware of the labor issues and he suggested that when or if we sign this contract we should add a cover letter to President Pacheco and possibly Chancellor Wallace of our concern of this labor issue. With this being said he called for the question.

***Patti asked all in favor of the contract information as presented as well as the letter being added as described.*** There was objection to the motion. The vote went to a count of hands. ***11 were for and 4 were opposed, the motion carried.***

Joe Driskill requested that the report be presented by the UMC and at the same time they present their ideas and progress on Part 2 by that time.

- DFS/AEL Work Readiness Certificate was presented at the last one-stop committee meeting (*copy in binder*). Tom asked Don Eisinger to give a brief overview of that presentation. The certificate would be a work readiness certificate to aid in the employment search. There are 3 or 4 area other than Kansas City & St. Louis where there are some serious problems with participants about ready to "time-out" of TANF and needing assistance on employment. The areas are Greene, Boone, Cape & Buchanan Counties.

This has prompted a look at some kind of model, and there are several national models, that would set in place a local program supported in part by the adult education literacy funds. Individual could be provided some academic skills, workplace skills, job retention skills, etc and be issued a certificate that would be endorsed by area employers. This would target individuals who are unlikely in a reasonable period of

time to obtain a General Education Development (GED) or may never be able to obtain one, but at least they would have a set of skill they could demonstrate to area employers.

- *How do we know that employers are going to want/have employees with a work readiness certificate?*

We are not going to impose this on anyone. The employers will more than likely be hotel/motel, restaurant, and those types of employers with jobs being entry level. Our first question of employers in an area is going to be need and are they going to use it.

- *Would this certificate be overseen by Department of Elementary and Secondary Education, DESE, so it would have the same backing as what the GED does?*

No, there have been some credential standards established by the Division of Workforce Development, DWD, and the standards allow the LWIB's to say a "grace" over the program. This allows the LWIB to get a credit in that credentialing performance standard. This would be customized to each local area. That way you have local ownership and the local employers have agreed.

Dr. John Wittstruck asked that they be mindful of the importance of the criteria that would make an individual eligible for this certificate.

There was discussion on skill certification and portability of certificates. Roger Baugher summarized the standards for credentialing.

Joe Driskill suggested that MTEC ask for Don and him give a report on how we can go beyond this proposal in reporting some good things that DESE are doing at the moment for the next meeting.

#### **Business/Labor Committee    Tom Jones**

- The committee agreed on a mission statement.
- Recommended broadening committee membership to include such as National Federation of Independent Business (NFIB), construction trades, other labor organizations as well as Department of Social Services (DSS), and Department of Labor and Industrial Relations (DOLIR).
- Made recommendation to the facilitators of the employer focus groups. The focus groups will be working on issues dealing with employer satisfaction and understanding of the workforce system and the Missouri Works.

- Discussed issues regarding incumbent worker training and how to secure additional funding. Looked at activities that other states have utilized
- Dennis Hardin from DESE presented a report on various educational statistics in Missouri.
- Next meeting will be in May prior to the June MTEC meeting.

*John Wittstruck asked if this would be a good committee to look at the Work Readiness Certificate before it comes to MTEC? Look at the criteria, what it means, and whether it's a good idea or not.*

Tom replied that he thought it would be a really good committee to look at it.

Jim Dickerson made the comment about the cut in this years appropriations and the effects it had on the customized training program. He hoped in the future there could be better coordination. The funds were cut and his area ran out of money very early in the year and it was devastating especially to some of the economic development efforts. They would have been more than happy to have gone to bat for that program if they would have had more advanced notice.

He also mentioned that he attended the first focus group that was held in Columbia. Even though he may not of enjoyed everything that he heard he felt like it was excellent communication with some key employers in the Columbia and Jefferson City area mainly and he hoped the other focus groups turned out as well.

#### **Executive Committee Report      Patti Penny**

- WIB Development Proposal (*in binder*)   Rick Beasley
- Designed to aid in the development of strategic planning for board development of the LWIB's.

*Jim Dickerson made a motion to approve the Workforce Board Development Proposal as presented. John Dial 2<sup>nd</sup>. Motion passed unanimously.*

#### **WIA Funding Allocation      Tom Jones**

- Tom provided a power point presentation and handout for WIA Funding allocations.
- PY 2001 had a decrease of 6.6%, which is roughly \$3,000,000 from PY 2000.
- Reviewed funding formulas.
- House Continuing Resolution 83 is the framework for this year's tax ad spending bills in congress. This followed broad outline of President Bush's budget released in Feb.

2001. President Bush's outline called for a cut of \$600 Million to DOL. \$317 million of this would be cut from employment and training and WIA funding. Basis for the cuts were, higher than expected "unexpended balances" and \$1.6 Billion estimated carry-over on June 30<sup>th</sup> of this year. Missouri had approximately \$7 million "carry in" of funds.

- *What are the effects on Missouri?*

If H.Con.Res. 83 is adopted it would revise the 2001 appropriations for Missouri from \$30,611,372 to approximately \$27,549,024. Analysis of why we had the carry in of funds were due to slow recruitment of youth service providers, WIA implemented in Missouri only 9 months ago, and gaining areas not initially prepared to spend at higher levels. These budget resolutions are non-binding but sets framework for spending and tax provisions for coming years.

- Possible Solutions
  - Exploration of other sources of funding
  - Service Integration
  - Eliminate/reduce duplication of services
  - Resource sharing
  - Consolidation of WIA Regions

### **Continuous Improvement Review Tom Jones & Lindell Thurman**

- Preliminary findings of the 6 regions reviewed to date. These findings have been pretty consistent across the board.
- Duplication – Services & Data Collection
- Ineffective MOU's
- Need for training – WIA, registrations, etc.
- Improved communication
- MIS system consolidation. At least have systems that can talk to each other.
- Need for team building
- Empowerment
- Leadership
- Freedom to Innovate
- Consistent definition of self-sufficiency
- Better knowledge of WIA performance measures
- Co-location is successful but.....

A final report will be presented at the June meeting.

Denise Cross brought up if we are going to talk about an integrated system, then you can't focus on just one piece. i.e. the Workforce Investment Act. If you ask a



DFS/DSS person about the WIA performance measures they probably won't know what you're talking about, but if you ask about the services needed you would find more of the answers you are looking for.

Tom agreed totally and clarified that in the more detailed report you will find that the questions asked were addressing the workforce system issues, not just WIA, not just Workforce development but service provision. Lindell followed up by adding that there were facilitated entrance and exits conferences. When we have the groups together we have discussion about how much each partner knows about the others program because if your going to have a holistic system you'll have to function as a team.

**Meeting was adjourned for the evening.**

### **Thursday April 19, 2001**

Patti called the meeting to order. She welcomed some special guests John Metcalf and Nina Babich from the Cooperation for a Skilled Workforce.

#### **Economic Status Report     Joe Driskill**

- Joe Driskill provided a handout and presentation on how we are functioning as a state economically and how that effects the quality of jobs, availability of jobs, and the opportunities to work in our state. The handout provided valuable information of macro indicators, employment statistics and also some social indicators. All the information can also be found on the research office web site.
- Highlights
- Missouri has been substantially above both the midwestern average and the national average in terms of the strength of our economy.
- For the last quarter of 2000 Missouri ranked 3<sup>rd</sup> lowest cost place in the country.
- We ranked 19<sup>th</sup> in terms of Labor force as a percentage of our population.
- Missouri has a very low unemployment rate at 3.5% with some counties at 2%.

#### **Workforce Leadership Strategies     John Metcalf & Nina Babich**

Rick Beasley introduced John and Nina with Cooperation for a Skilled Workforce. Rick had attended seminars given by John and Nina and asked them to present a workshop for our LWIB Chairs. This would be an overview of the workshop they will be giving.

- John explained that they are involved in exactly what had been discussed earlier by Joe, the economic impact that the workforce development has on a state, region and localities. (*provided handout*) The presentation for today will be set in 2 ways.

1. To look at it from the state board perspective. What are the roles and responsibilities as we see them collectively from the WIA and from other states?
  2. Give perspective of what they talk to local boards about.
- In defining the State Boards role it blends two types of work
  - Strategic
    - Provide the strategic leadership for the locals. What is it that has to be done for the State of Missouri in the world of workforce that impact the economic viability of state and region? Everything we do in the world of workforce development has to have and does have an economic outcome.
  - Oversight
    - In the compliance area. State oversight should be of outcomes not process and operations.
  - Strategic vs. Operational thinking
  - Strategic thinking;
    - Where are we going? (vision)
    - How do we get there? (Strategies)
    - How do we know we are on track? (Evaluation)
  - Operational Thinking
    - What is our plan of action (implementation)
  - Council and audience broke into groups to brainstorm on major Missouri workforce issues. Common issues the groups came up with:
  - Inter-relationship between local and state boards
  - Integrated services (common system approach)
  - Make it convenient and easy
  - Need for retention strategies
  - Two things were encouraged in the presentation to be included for a high performance system.
  - Minimum criteria for the one-stops
  - Minimum criteria for the boards
  - End Results for the Boards
  - Being the champion for workforce issues
  - Being the community's change agent
  - Being the community's convening agent
  - Being the community's accountability agent
  - Two distinct and valuable arenas effective boards provide
  - Accountability for the delivery of quality publicly funded workforce services.
  - Identification and management of workforce issues.

- Accountability is ways of knowing whether the job is getting done without looking over any shoulders. What it is saying is we don't micro manage. What we want are outcomes and I am going to stay out of the day to day operations. That frees you up for strategic thinking to take advantage of the opportunities and to derail threats to your plans.
- The Board and the community
- Identifying major community workforce issues that are barriers to employment
- Creating a vision for the community based on the work of the board
- Engaging community leaders in establishing goals.
- Two major boards products
- State of the Workforce report
  - Answers where we are and the state we are in
  - Describes what we can expect if nothing changes
  - Published results at regularly established intervals
  - It tells a compelling story for the community to buy into
- Regional strategic plan
  - Assessing Community needs, "where am I"?
  - Assessing Community needs, "Where do I want to be"?
- Build Strategic Partnerships
- Ability to convene people to the table
- Ability to position the board
- Managing Partner relationships, not managing the partner but managing the relationship.
- Being able to influence the people you don't have direct control over. Being able to influence across a common vision of where we go.
- Position the board intelligently
- Who else is working on workforce issues? Build off others with momentum where they exist. If someone is already working on it, get behind it and push. If you are working on it get them behind you to push.
- Educate the community on workforce. The common theme is economic development impact.
- Why do boards exist?
- To identify and facilitate the management of workforce issues, and to convene the relevant organizations and individuals to address them.

## **Final Business**

- Next meeting is June 4th & 5th in Joplin at the Career Center.
- Patti encouraged all who could to stay for lunch with the Local Board chairs.

- Patti asked the members to consider options or possible solutions to assist the local boards with the reduction in allocations. Tom presented some possible solutions (*in binder*) but hope to have other ideas. A waiver process had also been discussed and will be some drafted solutions brought to the table at the June meeting.
- Patti adjourned the meeting.

## Attendance MTEC Full Council Meeting

April 18 – 19, 2001

Jefferson City, MO

### **Members**

Ron Breshears	Denise Cross
Fred Grayson	Joe Driskill
Patti Penny	Tom Jones
Elaine West	Jim Jackson
Michele Ohmes	Bill Treece
Alise Martiny	Brenda Wrench
Jim Dickerson	Virginia Mee
Mike O'Mara	Nick Nichols
Ron Vessell	

### **Guests**

John Wittstruck	Tom Pfeiffer
Rick Beasley	John Cope
Don Holt	Bob Hall
Jan Vaughn	Mike Pulliam
Larry Hightower	Saralinda Viggers
Don Eisinger	Dyann Green
Lindell Thurman	Roger Baugher
Glenda Terrill	Clint Flowers
Cynthia Baker	Mike Merrick
Bill McKittrick	Ron Jewell
John Wilson	Rex Hall
Gilbert Hake	Bob Wilson
Jerry Tharp	Carl Rogers

Jim Green  
Glenn Stinson  
Jason Archer  
Al Carter

Steve Kraus  
Janeen Osborn  
Marvin Freeman  
Bob Simpson